

How to book sessions using ParentPay – Parent Guide

Step 1 – Log onto your child’s ParentPay account.

ParentPay Home | Parent Account | Communication | Profile Settings | Help Logout

Welcome

Pocket Money Made Easy Sign up and get 1 month free The best prepaid card for kids nimbi 20% off - £1.99 per month

Charlotte Dinner money balance: £0.00

Reuben Dinner money balance: -£1.03

Pay for Charlotte's meals Pay for other items

Pay for Reuben's meals Pay for other items

View all items Set up Parent Account

Set up pocket money

Lunchtime meal activity

Step 2 – Click Pay for other items

Step 3 – Click 'view' next to the item required. If you require both breakfast and after school club you will need to book individually.

page Abbey Junior School

Payment Items

Abbey Playden After School Club	Balance: £0.00	£8.50	View
£8.50 per session After School Club - 3.25pm - 5.30pm			
Abbey Playden Breakfast Club	Balance: £0.00	£5.00	View
£5.00 per session Breakfast Club - 7.30am - 08.50am			
Late Charges	Balance: £0.00	£2.00	View
Late booking fee - £2.00 late Collection fee - 1st Charge Collection Between 17.30-17.40 - £15.00 late Collection fee - 2nd Charge Collection Between 17.41-17.50 - £30.00 late Collection fee - ...			
New Junior School - PE Bag		£4.00	View

Step 4 – Click make bookings

The screenshot shows the ParentPay interface. At the top, there is a navigation bar with 'ParentPay' and links for 'Home', 'Parent Account', 'Communication', 'Profile Settings', and 'Help'. A 'Logout' button is in the top right. Below the navigation bar is a 'Welcome' banner with a shopping cart icon. The main content area is divided into two sections: 'Payment items' and 'Payment'. The 'Payment items' section shows 'Abbey Playden Breakfast Club' with a 'Balance: £0.00' and '£5.00 per session Breakfast Club - 7:30am - 08:50am'. The 'Payment' section has a 'Choose payment amount' field with a currency selector set to '£' and a range of 'Min - £5.00 / Max - £1000.00 (set by school)'. Below this are buttons for 'Bank Transfer' (with a 'What is this?' link), 'Add to basket', and 'Cancel'. At the bottom of the payment section is a 'Make bookings' link. A blue arrow points from this link to the 'Add a child' button in the left sidebar.

Step 5 – Select required session and week required from drop down box (breakfast/after school)

The screenshot shows the ParentPay 'bookings' page. The navigation bar is the same as in the previous screenshot. The main content area has a 'bookings' header and a 'Make or view bookings' section. Below the header, there is a text prompt: 'To book, please select from the options below and then select 'Make or view bookings.''. There are two dropdown menus: 'Make bookings for:' with 'Breakfast' selected, and 'Week commencing:' with '22 Feb 2021' selected. Below these is a blue 'Make or view bookings' button. Further down is an 'Add to bookings balance' section with a text prompt: 'If you wish to add to your bookings balance, you can do so by selecting 'Add to bookings balance.''. Below this is a blue 'Add to bookings balance' button. A blue arrow points from the 'Make or view bookings' button to the 'Make bookings for:' dropdown menu.

Step 7 – Make or view bookings



Step 8 – Select days you require a session.

bookings
Abbey Junior School

Breakfast selection

Previous week Week commencing 22nd Feb 2021 Next week

Mon 22 Feb	Tue 23 Feb	Wed 24 Feb	Thu 25 Feb	Fri 26 Feb
Book a Session	Book a Session	Book a Session	Book a Session	Book a Session

Booking summary

Show symbols | Help | Hide info

Reuben Barclay's Breakfast

Bookings added	0
Bookings cancelled	0
Cost of new bookings	£0.00
Payment due	£0.00

Cancel Confirm bookings

Date selected will then turn green

Child's page

Child profile

View taken meals and menus

Set up pocket money

Mon 22 Feb	Tue 23 Feb	Wed 24 Feb	Thu 25 Feb	Fri 26 Feb
Book a Session	Book a Session	Book a Session	Book a Session	Book a Session

Clear day

Booking summary

Show symbols | Help | Hide info

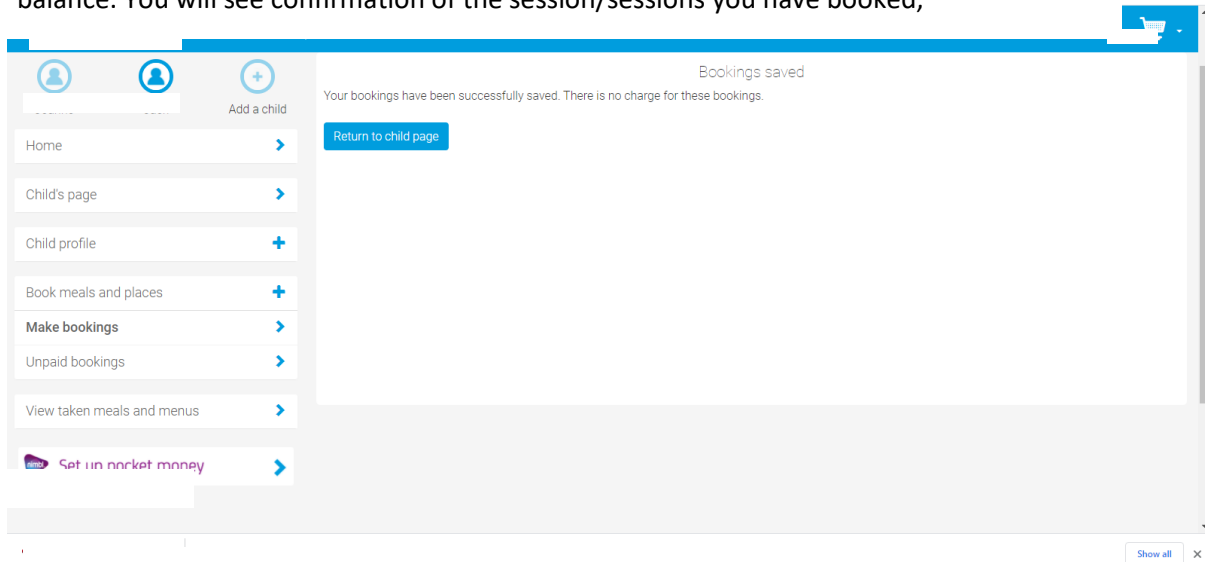
Reuben Barclay's Breakfast

Bookings added	1
Bookings cancelled	0
Cost of new bookings	£5.00
Payment due	£5.00

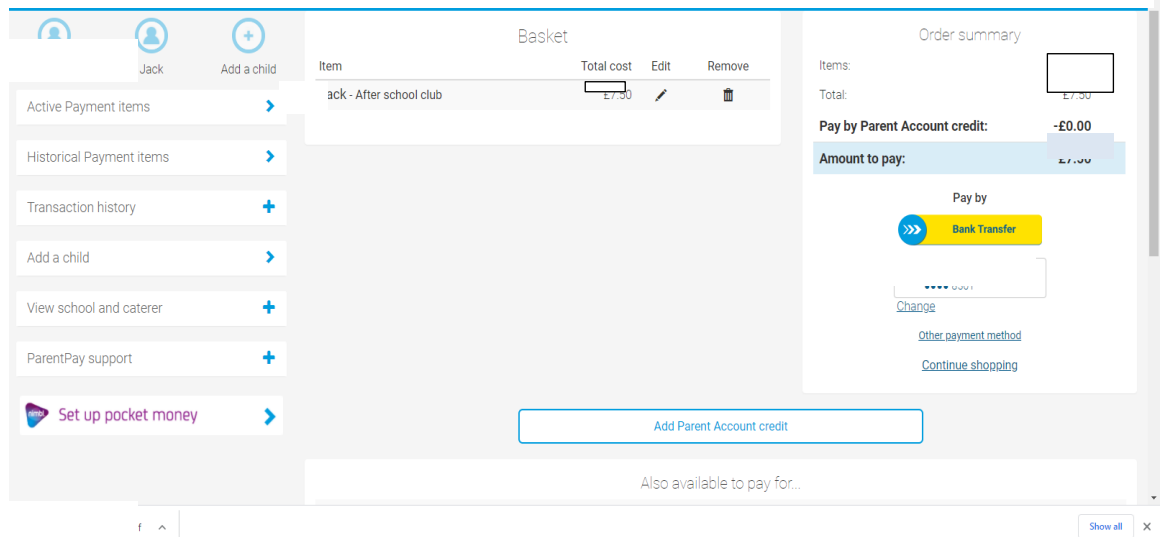
Cancel Confirm bookings

Step 9 – Once all days have been selected confirm bookings

If you already have credit balance on your account, payment will be deducted from your balance. You will see confirmation of the session/sessions you have booked,



Step 10 – If you do not have a credit balance in your account. You will be directed to payment page to make payment for the sessions you have requested.



If you do not proceed and make the payment the sessions you have requested will be moved to your basket, your child will not be booked in and will not appear on the register. See screenshot below:

The screenshot displays the 'Payment items' section of the ParentPay interface. On the left, there is a navigation menu with options: 'Active Payment items', 'Historical Payment items', 'Transaction history', 'Add a child', 'View school and caterer', and 'ParentPay support'. The main content area shows a list of items under the heading 'Payment items'. A 'Show:' dropdown menu is set to 'Active Items'. The list contains three items:

Item Name	Balance	Price per session	Additional Info
- Abbey Playden After School Club	£0.00	£8.50	£8.50 per session After School Club - 3.25pm - 5.30pm
- Abbey Playden Breakfast Club	£0.00	£5.00	£5.00 per session Breakfast Club - 7.30am - 08.50am
- Late Charges	£0.00	£2.00	Late booking fee - £2.00 late Collection fee - 1st Charge Collection Between 17.30-17.40 - £15.00 late Collection fee - 2nd Charge Collection Between 17.41-17.50 - £30.00 late Collection fee - 3rd Charge Collection Between 17.51-18.00 - £45.00

The 'Abbey Playden Breakfast Club' item is marked as 'Item in basket'. Each item has a 'View' button next to it. A notification icon in the top right corner of the interface shows a red circle with the number '1', indicating one item is in the basket.

Parents/Carers can select and add as many sessions as they would like, but it is the parents/carers responsibility to ensure payment is made for the days selected. When a date has been chosen, you will need to make payment within the time frame or the session will be removed.

ParentPay updates the system at midnight and any sessions selected for the following day, that have not been paid for, will be removed. Parents and the school are not notified of the session removal and your child/children will not be able to attend.